

Meeting Minutes 01

Executive Summary

During the inaugural meeting of NAU Capstone Team 3, the individual members met and introduced themselves to each other, and contact information was traded between team members. In addition, specialized roles were assigned to each member, a regular time slot was set aside for meetings, and the goals of the project were discussed in detail while specific tasks were assigned to facilitate team establishment.

Topics of Discussion

Goals

The goal of the Capstone project is as follows; to modify the existing testing apparatus originally designed by ASU on behalf of MWI Laboratories, LLC, such that the arms of the apparatus can be moved independently of each other via separate motors, the arms are better stabilized to prevent vibrations from ruining readings obtained during measurement, the apparatus is affixed to a mobile platform, and that the apparatus itself is collapsible and portable.

Team Roles

The roles assigned to individual team members were as follows:

Danny Matthews is the project manager, client contact, and FEA specialist

Jacob Head is the website developer, vibrations specialist, and will also be learning how to program and implement Arduino technology into the design of the apparatus.

Zachary McCormick is the document and Google Drive manager and will also be learning to implement Arduino alongside Jacob Head.

Mitchell Parker is the budget liaison and will also serve as materials engineer.

New roles can and likely will be created and assigned as necessary.

Meeting Times

In addition to in-class staff meetings every Monday from 6:30 pm to 7:00 pm, Team 3 has also agreed to meet every Saturday at noon in the engineering building on NAU South Campus. Through Matthews's contact with MWI, it has also been agreed upon that Team 3 will meet with the client in their Tempe office at least once or twice per month.

Budgetary Concerns

An Arduino kit is to be purchased by Jacob Head—at the time of discussion, faculty advisor and instructor Dr. Trevas quoted the price as being approximately \$60. Gasoline charges for the upcoming trip to Tempe on September 22 will also need to be accounted for in the budget as well.

